

CHECKLIST

For Maintenance of Supervisory Records

This Checklist will help you to maintain your supervisory records. It covers records and documents that are maintained in your employees' Supervisory Work folders, as well as some that do not have to be included in the work folder, but that you need to maintain for planning and other purposes. Either way, if you can check off each of the following items, your records are in good shape.

- ☐ My work folders are physically located near me, so that I can refer to them conveniently and as often as needed.
- ☐ My work folders are protected against casual access, inappropriate disclosure, or invasion of personal property.
- ☐ I personally maintain the work folders of my technician staff, and do not pass responsibility on to a secretary or other administrative person for filing and updating them.
- ☐ I have a NGB Form 904-1, Supervisor's Record (or a SUBBRF), on each of my technicians.
- ☐ I maintain current entries in Sections 7, 8, 9, and 10 of the NGB Form 904-1 for each of my subordinate technicians.
- ☐ I receive copies of SF-50s, Notification of Personnel Action, on change actions for my technician staff.
- ☐ I post the information from all SF-50s to Section 11 of the appropriate NGB Form 904-1 promptly, and then give the forms to the subject technicians.
- ☐ I record the dates and subjects of my discussions with each member of my staff in Item 12 of that technician's NGB Form 904-1.
- ☐ When I must add an additional NGB Form 904-1 or supplemental sheet of paper, I write the sequential number of 904-1 pages on the new page.
- ☐ I have current copies of NGB Form 430, Performance Standards and Critical Elements, and NGB Form 430-1, Performance Appraisal, for all of my technicians.
- ☐ I have removed all performance-related records that are more than four (4) years old from each file, either by destroying them or marking them obsolete, and giving them to the appropriate technician for disposition.
- ☐ I have a copy of the Optional Form 8/Position Description for each basic position authorized in my unit.
- ☐ I have a projected leave schedule for each employee I supervise.
- ☐ I have recently reviewed and am familiar with the rules governing technician access to the work folder pertinent to him/her.
- ☐ I have recently reviewed and am familiar with the rules governing personal notes in the work folders.
- ☐ I have reviewed any collective bargaining agreement(s) that cover(s) my subordinate staff, for any additional recordkeeping requirements that it/they may include.